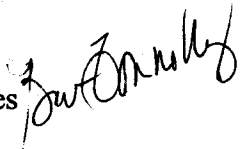




MEMORANDUM

TO: Authorized Agency Personnel

FROM: Bev Connolly, Revenue Management Manager, BCCS Business Services 

DATE: September 19, 2007

SUBJECT: Directions on Accessing and Downloading Detailed Billing Detail from BCCS Business Services SSRF Billing SharePoint Site.

Effective July 1, 2007, CMS/BCCS implemented four new rated services. As you are aware, these rates are:

- Personal Information Management (PIM) services
- Local Area Network services
- Mid-Range (Server) services, and
- End User Computing services.

If you are receiving this memo, you have been designated as an authorized individual to view and access your agency's billing data from the newly created BCCS Business Services SSRF Billing SharePoint site.

Initially, the SharePoint site will only include PIM billing detail, but the plan is to post billings for the other three rated services in the future. The following directions will help you access this site:

- Browse to:
<https://cmsteam.illinois.gov/sites/bccs/BusinessServices/RevMgt/ssrfcharges/default.aspx>
- You may be prompted for a username and password. If so, enter the username and password that you were instructed to use for this SharePoint site. Once you have entered the site, you may want to add it to your Favorites for ease of access.
- In the left pane, find the word Documents (in bold) and click on it. A list of the document libraries for all agencies is displayed.
- Select the document library for your agency. The list of documents is displayed.
- Select the document that you want to view. The document will open in Excel. From Excel, you have the option to save the document to an alternate location of your choosing in order to manipulate or manage the information to meet your agency's needs.

If you have any difficulty accessing this site please contact the Customer Solution Center at one of the following numbers:

(800) 366-8768

(217) 524-4784

As a reminder, please note that access to this site is "Read Only" and agencies are only permitted to view their own billings. No other agency will be able to login and view another agency's billings. Overall questions regarding the data on this site should be directed to the following individuals within CMS/BCCS Business Services:

Bev Connolly

(217) 785-1358

Bev.Connolly@illinois.gov

Betty Bennett

(217) 782-5046

Betty.Bennett@illinois.gov